**VIP/Sponsor Hostess & Heavy Lifter**

**General Info:**

* Please arrive on site 20-30 minutes **before your shift start time** to get parked and checked in. Let the VFW know you are a volunteer and they will guide you where to park. There are golf carts running from parking to the gates to ride.
* Report to the Volunteer Check In located INSIDE the new HQ/Command Center, white 2-story house across from Manor House.
* Find your group’s clipboard and **SIGN IN**. Then cross the street & enter the **VOLUNTEER ENTRY GATE**, located to the left of the Manor House. This is also where **VOLUNTEER HOLDING** is located. Some of you will need to wait until your entire group arrives before reporting to your work-station. There will be volunteers to advise you if you need to wait, answer questions or help you find your location.
* This event is held outside, so dress for the weather. Dressing in layers, with comfortable footwear is suggested.
* Groups will receive a donation from this event, and therefore do not receive tickets or shirts. Shirts will be available for purchase on the volunteer tab on the website for $15 (deadline is Sept. 14). Individuals will receive volunteer shirts.
* Group volunteers **may not stay at the event after their shift.** If you would like to attend the event after your shift, you will need to purchase an event ticket. Contact Meredith if you are interested. Individuals that are volunteering for a ticket/gift card you may get these at the Volunteer Check In at the end of your shift. Both may not consume alcohol before/during your shift.
* At the end of your shift, please go **SIGN OUT** back at the Volunteer Check In. **You MUST SIGN OUT or your group will not get credit for your time.**
* We feed volunteers that work the day of the event at the Volunteer Food Tent, behind Command Center. There will be a variety of snacks, lunch meat, rolls, etc. For bacon fest, there is also bacon and the fixings to make a BLT wrap!
* Please review the website ([**www.smithfieldvabaconfest.com**](http://www.smithfieldvabaconfest.com)) **event details, site map and job descriptions** (on volunteer tab) prior to coming to work at the fest and have a general understanding of the rules & where everything is located.

**VIP/Sponsor Host Assignment Info:**

* You will report to our VIP Captains, Leah Dempsey & Beverly Walkup. You will coordinate with and go to them for your questions/problems.
* You will help with delivery of pre-ordered wines to the chalets that ordered them and will ensure that our VIP Sponsors are having a good time.
* There will be a VIP Tent set up for all other guests to pick up pre-ordered wine as well as to answer questions.
* You will work with the other VIP Hosts and divide up the sponsor areas to ensure we have coverage of all areas.
* Please be happy and accommodating to our sponsors within reason, but sometimes you may get crazy requests. If you are unsure about a request, please ask Leah or Beverly about it. We have the resources at Command Center to solve a multitude of issues, so always ask – we are like McGyver.
* There are logistics/trash pick up folks, but you may need to step in and assist if things get backed up. Please let the VIP Managers know about any and all situations so we can try to fix or get what they need. The goal here is to provide a first-class experience to our VIP/Sponsors so they will continue to love and support our events.
* You will be provided a site map and a list of all sponsors and their locations.

**VIP Heavy Lifter Assignment Info:**

* You will report to our VIP Captains, Leah Dempsey & Beverly Walkup. You will coordinate with and go to her for your questions/problems.
* You will assist the VIP Hostesses with delivering ice to VIP/Sponsors. Or other duties as assigned.